

Commonwealth of Virginia  
Department of Professional and Occupational Regulation

**PROFESSIONAL CREDENTIAL SERVICES, INC.**

Virginia Cosmetology Coordinator

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**Virginia Board for Barbers and Cosmetology  
BODY-PIERCING APPRENTICESHIP COMPLETION FORM**

UPON COMPLETION OF THE APPRENTICESHIP TRAINING, THE SPONSOR SHALL REVIEW THE APPRENTICE'S PROGRESS RECORD FOR THE TRAINING PERIOD. IF THE RESULTS OF THIS REVIEW INDICATE THE APPRENTICE IS NOW A CANDIDATE FOR THE BOARD'S EXAMINATION, THE SPONSOR SHALL COMPLETE AND SIGN THIS FORM. THE PROPERLY SIGNED FORM SHOULD BE SUBMITTED WITH THE **BODY-PIERCER LICENSE AND EXAMINATION APPLICATION** TO PCS.

Completion of the apprenticeship program shall qualify the apprentice to apply to the Board to take the Board for Barbers and Cosmetology Body Piercer License Examination.

Curriculum requirements specified in 18 VAC 41-60-160 of the Virginia Board for Barbers and Cosmetology Body-Piercing Regulations shall be taught over a minimum of 1500 hours broken down into the following categories:

**HOURS OF INSTRUCTION AND PERFORMANCES**

Initial each category of instruction/performance to verify completion.

Apprentice Name: \_\_\_\_\_

**A. 350 Hours**

<b>1. Microbiology</b>	Sponsor	Apprentice
a. Microorganisms, viruses, bacteria, fungi		
b. Transmission cycle of infectious diseases		
c. Characteristics of antimicrobial agents		
<b>2. Immunization</b>	Sponsor	Apprentice
a. Types of immunizations		
b. Hepatitis A – G transmission and immunization		
c. HIV/AIDS		
d. Tetanus, streptococcal, zoonotic, tuberculosis, pneumococcal and influenza		
e. Measles, mumps and rubella		
f. Vaccines and immunization		
g. General preventative measures to be taken to protect the body piercer and client		
<b>3. Safety</b>	Sponsor	Apprentice
a. Proper needle handling and disposal		
b. How to avoid overexposure to chemicals		
c. The use of Material Safety Data Sheets		
d. Blood spill procedures		
e. Equipment and instrument storage		
f. First aid and CPR		

<b>5. Professional Standards</b>	Sponsor	Apprentice
<ul style="list-style-type: none"> <li>a. History of body piercing</li> <li>b. Ethics</li> <li>c. Record keeping               <ul style="list-style-type: none"> <li>(1) Client health history</li> <li>(2) Consent forms</li> <li>(3) HIPPA Standards</li> </ul> </li> <li>d. Preparing station, making appointments, salon ethics               <ul style="list-style-type: none"> <li>(1) Maintaining professional appearance, notifying clients of schedule changes</li> <li>(2) Promoting services of the salon and establishing clientele</li> </ul> </li> <li>e. Salon management               <ul style="list-style-type: none"> <li>(1) Licensing requirements</li> <li>(2) Taxes</li> </ul> </li> <li>f. Supplies               <ul style="list-style-type: none"> <li>(1) Usages</li> <li>(2) Ordering</li> <li>(3) Storage</li> </ul> </li> </ul>		
<b>6. Body Piercing</b>	Sponsor	Apprentice
<ul style="list-style-type: none"> <li>a. Client consultation</li> <li>b. Client health information</li> <li>c. Client disclosure form</li> <li>d. Client preparation</li> <li>e. Sanitation and safety precautions</li> <li>f. Implement selection and use</li> <li>g. Proper use of equipment</li> <li>h. Material selection and use</li> <li>i. Grade of jewelry</li> <li>j. Metals to use</li> </ul>		
<b>7. Virginia Body-Piercing Laws and Regulations</b>	Sponsor	Apprentice

**B. 150 Hours**

<b>8. Sanitation and Disinfection</b>	Sponsor	Apprentice
<ul style="list-style-type: none"> <li>a. Definition of terms               <ul style="list-style-type: none"> <li>(1) Sterilization</li> <li>(2) Disinfection and disinfectant</li> <li>(3) Sterilizer or sterilant</li> <li>(4) Antiseptic</li> <li>(5) Germicide</li> <li>(6) Decontamination</li> <li>(7) Sanitation</li> </ul> </li> <li>b. The use of steam sterilization equipment and techniques</li> <li>c. The use of chemical agents, antiseptics, disinfectants and fumigants</li> <li>d. The use of sanitation equipment</li> <li>e. Pre-service sanitation procedure</li> <li>f. Post-service sanitation procedure</li> </ul>		

**C. 1000 Hours Practical Training and 100 Performances**

<b>9. Body-Piercing Procedures</b> a. Ear lobe b. Helix - ear c. Concha - ear d. Tragus - ear e. Tongue f. Navel g. Eyebrow h. Lip i. Septum j. Nostril k. Male nipple l. Female nipple m. Monroe (face cheek) n. Prince Albert (male genitalia) o. Frenum (male genitalia) p. Clitoral hoods (female genitalia) q. Labia (female genitalia)	Sponsor	Apprentice
<b>10. Body-Piercing Performances - 100</b> a. Ear lobe Minimum of 5 b. Helix – ear Minimum of 5 c. Concha – ear Minimum of 5 d. Tragus – ear Minimum of 5 e. Tongue Minimum of 5 f. Navel Minimum of 5 g. Eyebrow Minimum of 5 h. Lip Minimum of 5 i. Septum Minimum of 5 j. Nostril Minimum of 5 k. Additional piercing of choice Minimum of 50	Sponsor	Apprentice

**By signing below, we acknowledge that the foregoing information and hours are true and comply with the Virginia Body-Piercing Regulations and Apprenticeship Standards.**

Apprentice Name _____	Contact Phone Number _____
Signature of Apprentice _____	Date _____
Sponsor's Name _____	VA Body Piercer License No. _____
Salon Name _____	VA Salon License No. _____
Signature of Sponsor _____	Date _____
	Contact Phone Number _____